

Cookridge Holy Trinity Church of England (Aided) Primary School



Green Lane
Cookridge
LEEDS
LS16 7EZ

Telephone 0113 225 3040
Website www.holytrinity.leeds.sch.uk

Headteacher: Ms C Harbrow

JOB DESCRIPTION

Job Title:	Supervisory Assistant (7.5 hours)
School:	Cookridge Holy Trinity Church of England (Aided) Primary School
Pay Range:	A1 pt 8-11 £15,916.60 per annum FTE / £8.25 per hour
Responsible to:	Midday Supervisor / Headteacher / Class Teacher

Role:

To actively supervise the pupils in the dining room, playground and throughout the school premises during the lunchtime period.

Main Duties

1. Supporting pupils while they eat their lunch, cutting up food for pupils and making sure tables are clean and that water is available
2. Ensure standards for healthy eating and table manners are maintained
3. Report accidents to the Midday Supervisor and complete accident form if necessary
4. Ensure that school discipline policies are implemented
5. Support the work of other Supervisory Assistants
6. Support induction and training of new staff as required by the Midday Supervisor
7. Respond to duty delegation as required by the Midday Supervisor
8. Lead the children in the establishment of suitable playground games/activities
9. Record inappropriate pupil behaviour and convey serious incidents to the Midday Supervisor and or teacher
10. Maintain checks throughout the lunch break to ensure pupils are safe
11. Follow advice given by Midday Supervisor on action to be taken in cases of inclement weather

The best for every child

